

VISUAL INFORMATION AND PRINTING SERVICES REQUEST

DATE REQUESTED

DATE REQUIRED

IM JOB NUMBER

PR NO.

REQUESTED BY: (NAME, OFFICE SYMBOL & EXTENSION)

PICK UP BY: (IF DIFFERENT FROM REQUESTER)

DESCRIPTION OF ORIGINALS

FILM PROCESSING SERVICES

☐ PRINT FILM ☐ SLIDE FILM NO. OF ROLLS _____

NUMBER OF EXPOSURES PER ROLL _____

NUMBER OF PRINTS FROM EACH NEGATIVE _____

PRINT ☐ 3 1/2 X 5 ☐ 4 X 6 ☐ 5 X 7

☐ 8 X 10 OTHER _____

☐ REPRINT NEGATIVE NO(s) _____

COPIES EA. _____

☐ PRINTS FROM _____ SLIDES COPIES EA. _____

☐ DUPLICATE _____ SLIDES COPIES EA. _____

☐ SLIDES FROM _____ NEGS COPIES EA. _____

TAPE DUPLICATION

NO. OF ORIGINALS _____ NO. OF DUPLICATES _____

COMPUTER GRAPHICS

- ☐ TEXT OR TITLE SLIDE ☐ MAP OR LOCATOR
☐ CHART OR GRAPH ☐ IMAGE FILE SLIDE
☐ DISCLOSURE OR HI-LITE ☐ OVERHEAD TRANSPARENCY
☐ PHOTO DROP-IN ☐ OPTICAL TITLE
☐ B & W PAPER COPY ☐ COLOR PAPER COPY
☐ OTHER _____

PHOTOGRAPHY SERVICES

LOCATION _____

ARRIVAL TIME _____

DURATION _____

POINT OF CONTACT _____

☐ COLOR PRINTS ☐ 35mm SLIDES ☐ BLACK & WHITE

☐ VHS (Standard) ☐ BETACAM

AUDIO/VISUAL EQUIPMENT

- ☐ SLIDE PROJECTOR ☐ OVERHEAD PROJECTOR
☐ COLOR LCD PANEL ☐ DESK-TOP SLIDE VIEWER
☐ CAMCORDER ☐ VIDEO PROJECTOR
☐ SCREEN ☐ VIDEO PLAYER/MONITOR
☐ OTHER _____

FRAMING AND MATTING

- ☐ WOOD FRAME ☐ METAL FRAME
☐ SINGLE MATT ☐ DOUBLE MATT
☐ NON-GLARE GLASS ☐ PLEXIGLASS

PRINTING INSTRUCTIONS

NO. PAGES _____ NO. COPIES _____

TRIM SIZE _____ COLOR INK _____

- ☐ FACE ONLY ☐ HEAD TO HEAD
☐ HEAD TO FOOT

PAPER

WEIGHT _____ KIND _____ COLOR _____

BINDING INSTRUCTIONS

HOLES _____ DIAMETER _____ CENTERS _____ POSITION _____

- ☐ LOOSE ☐ PADS
☐ SETS ☐ STAPLE

NO. STAPLES _____ POSITION _____

FOLDING

FROM _____
 TO _____

DIAZO REPRODUCTION

	NO. ORIG.	COPIES
BOND		
VELLUM		
MYLAR POSITIVE		
BLACK LINE		
SEPIA PRINT		

COLOR COPIES

	NO. PAGES	NO. COPIES
8 1/2 x 11		
11 x 17		

COMMENTS

